



- ☐ Child Referred for Eligibility Determination
- ☐ Child Currently Enrolled

Surrogate Parent Determination Process Form

Child's Name: _____

Date of Birth: _____

Definition of Parent – A parent is defined as a biological or adoptive parent(s) of a child (unless there has been legal action that terminates parental rights or there is a judicial order preventing a non-custodial parent from assuming legal responsibilities); a foster parent (unless State law, regulations, or contractual obligations with a State or local entity prohibit a foster parent from acting as a parent); a guardian generally authorized to act as the child's parent, or authorized to make early intervention, educational, health, or developmental decision for the child (the term does not include the State if a child is a ward of the State); an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent who has been assigned in accordance with IDEA §303.422.

Child's Status and Surrogate Parent Determination (Check one and proceed accordingly):

| Surrogate Parent Needed | Surrogate Parent NOT Needed or NO Longer Needed |
|---|--|
| <input type="checkbox"/> Parent/guardian cannot be identified | <input type="checkbox"/> Child resides with parent/guardian <input type="checkbox"/> Child resides with a "person acting as a parent" (grandparent, stepparent, relative, etc.) <input type="checkbox"/> Child resides with an individual who is legally responsible for the child's welfare |
| <input type="checkbox"/> Parent/guardian whereabouts are unknown after reasonable attempts have been made to locate the parent/guardian* | |
| <input type="checkbox"/> The child is a ward of the State and parental rights have been terminated. | |
| If any of the above is marked, documentation (CSR notes, court order, custody agreement, correspondence, etc.) along with this form must be attached in ITPKIDS. | |
| <input type="checkbox"/> Surrogate Parent Ended on (insert date): _____ Reason: _____ _____ _____ | |

Attention: Persons employed by the Infant Toddler Program, Child Welfare Program or any other public agency or early intervention services provider that provides early intervention services to the child or any family member of the child may not serve as the Surrogate Parent or "Person acting in the place of a parent."

- ☐ A Parent (as defined above) cannot be identified and a Surrogate Parent needs to be appointed.

☐ Surrogate Parent Appointed by Judge (if a child is a Ward of the State)

Staff Involved in Surrogate Parent Determination

| Staff Name | Staff Role | Mode of Contact | Date of Contact |
|------------|---------------------------|-----------------|-----------------|
| | Service Coordinator | | |
| | Supervisor | | |
| | Child Welfare Case Worker | | |

Surrogate Parent Appointment

| | |
|----------------|------------------------------|
| Name: _____ | Relationship to child: _____ |
| Address: _____ | |
| Phone: _____ | |

Surrogate Parent Authorization Signatures

Service Coordinator: _____

Date: _____

Infant Toddler Program Supervisor: _____

Date: _____

Surrogate Parent: _____

Date: _____

***Reasonable Attempts Definition** – There must be at least three documented attempts to make contact with the parent/guardian. All attempts to contact the parent/guardian must be documented in a CSR. The initial contact must be made no later than five business days from the referral date and there must be at least three business days between any of the attempts to contact the parent/guardian. The last attempt must be in writing using ITP's PWN form.

The Infant Toddler Program reserves the right to end a surrogate parent assignment at any point in time. A surrogate parent decision is not subject to appeal.